PROJECT HANDBOOK AND QUALITY PLAN

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Abstract	The Handbook provides a comprehensive overview of the project planning procedure with many concrete examples. It also gives an overview of consortium partners, communication procedures and describes in detail how documents related to the project should be written. And last several templates are included.
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Table of Contents

1. INTRODUCTION

The purpose of this document is to provide all project beneficiaries with a brief summary of the most important project procedures (governance structure, legal bases, project monitoring, reporting, financial management, internal communication, etc.).

The following information comes from official documents available on the MIReS document repository available in the private wiki (details are in the text).

Additionally, this document comprises beneficiaries and contact lists as well as documentation and communication standards in order to enable quick and efficient communication within the project consortium.

This document was produced by the Project Coordinator in order to fulfil its function as a quick reference to frequently asked questions and problems.

The Handbook will be updated and changed according to the evolvement of procedures and progress during the lifetime of the project. For this reason the feedback of all beneficiaries to improve it is very important and will be appreciated.

The Project Handbook up-to-date version can be found in the PROJECT Document Hub available in MIReS wiki page (http://mires.eecs.qmul.ac.uk/wiki/index.php/Main_Page).

2. CONTACTS

2.1 Co-ordination

The administrative and technical coordinator of the project is:

Universitat Pompeu Fabra (UPF-MTG)
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The following table contains the main contact persons in co-ordination and research affairs.

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2.2 Partners

The following sections contain information to the project teams per partners:

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Oscar Paytuvi	+34934869407	+34932844906	opaytuvi@bmat.com	Program Manager
Salvador Gurrera	+ 34934869407	+ 34934019893	admin@bmat.com	Project administrator

3. PROJECT ORGANISATION

3.1 Overview of Consortium Organisation

In order to guarantee an efficient and smooth running of the project a full workable and stable management structure had been established.

Hereafter is the list of Consortium Bodies and their members, and a brief description of the main Consortium Body responsibilities and duties.

Steering Committee (SB) is the *ultimate decision-making body of the Consortium*.
The SB is responsible for policies, progress control, and communications with the Commission, and for making *any* modifications to the Work Programme or budgetary allocations. It monitors the performance of the Consortium Agreement in which IPR, confidentiality and exploitation issues, conflict resolution, decision-making procedures, agreements mechanisms, and voting rights, etc. are formally established.
The Steering Committee consists of the Project Coordinator (beneficiary nr1), the Technical Coordinator (beneficiary nr2), and two of the Parties (beneficiaries nr3 and 5).

The Coordinator shall chair all meetings of the Steering Committee, unless decided otherwise by the Steering Committee.

The Parties agree in principle to abide by all decisions of the Steering Committee. In case Parties non represented in the Steering Committee are significantly impacted by its decisions and disagree with them, they will have the possibility to express their objection upon reception of the Steering Committee minutes and request for the handling, within *at* the latest a 1 month interval following the decisions, of an extraordinary Steering Committee meeting in which they will be invited and in which the subject of disagreement will be discussed. The contested decision will be suspended until the handling of the extraordinary Steering Committee meeting.

The **Project Manager and Secretariat** is the operational hub of the administrative activities. It helps the coordinator with financial reporting and communication between the beneficiaries, arranges meetings, and generally provides the 'back office' services required. It liaises with the beneficiary Workpackage teams, receives financial and management reports, tracks the performance of tasks; and helps the coordinator to manage risks and take corrective actions as necessary.

At the level of the work package, each **Work Package Leader** is responsible of the Project evolution at a research and technical level. Specifically, their duties are:
- Monitoring the creation of the deliverables and progress reports of their Work Package;
- Timely submission of deliverables in line with the delivery production schedule;
- Implementation of the objectives defined at Management Meetings;
- Assignment of tasks to Thematic Leaders;
- Evaluation of the work by Thematic Leaders.

In order to ensure cross-fertilisation of expert visions, and particularly account for views from industry stakeholders, each Work Package Coordinator has been paired up with a **Lead**

Advisor. All Parties shall be represented among the WorkPackage Coordinators or Lead Advisor.

The **Coordinator** is the legal entity acting as the intermediary between the Parties and the European Commission. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the EC-Grant Agreement and the Consortium Agreement.

Further information on the consortium management bodies (full list of their responsibilities, tasks, decision making process, etc.) can be found in the Consortium Agreement (in document repository).

<div align="center">

CONSORTIUM BODIES' MEMBERS

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Steering Committee (SC)

Xavier Serra	MTG-UPF
Alba B. Rosado	MTG-UPF
Michela Magas	STRO
Gerhard Widmer	OSKG-OFAI
Arthur Flexer	OSKG-OFAI
Fabien Gouyon	INESC PORTO
Carlos Guedes	INESC PORTO

Project Manager and Secretariat

Alba B. Rosado	MTG-UPF

Work Package Leader

WP1	Scientific Management	Michela Magas	STRO
WP1	Administrative Management	Alba B. Rosado	MTG-UPF
WP2	Meta-analysis of the discipline	Fabien Gouyon	INESC PORTO
WP3	Roadmap for MIReS	Gerhard Widmer	OSKG-OFAI
WP4	Dissemination	Simon Dixon	QMUL
WP5	Community co-creativity: new knowledge hubs and spokes	Xavier Serra	MTG-UPF
WP6	Framework for research 2 industry network	Michela Magas	STRO
WP6	Framework for research 2 industry network	Oscar Paytuvi	BMAT

3.2 Project Meetings

The SC shall be convened by the coordinator at least every 6 months and at any time upon written request of any member.

3.3 Other Project Meetings

Beneficiaries (or some of them) should also ensure adequate representation at the following meetings:

Progress meeting, necessary to review progress and discuss any significant problems and deviations. The participants are the Coordinator and the Project Officer. They should meet up to 4 times per calendar year.

Review meeting, necessary to evaluate intermediate and final results, to assess quality, impact and effectiveness of project work. The participants are the Co-ordinator, the relevant workpackage leaders and the Project Officer. The review will take place by the 9th month of the project.

Concertation meeting respectively Programme conference and exhibition and presence of MIReS project in well-known research conferences in the MIR field, in order to actively participate in discussions and demonstrations organised by the ICT Programme or by other stakeholders in the MIR field, to present work in progress and demonstrate intermediate results, to identify and discuss areas of common interest, to plan joint investigations and dissemination activities. The Participants are the Coordinators of consortia and/or workpackage leaders, plus external experts, suppliers and users where appropriate.

Further information as for the organisation of these meeting can be found in the **Quality Assurance Plan** (incorporated in this Handbook, Annex 1).

4. LEGAL FRAMEWORK

4.1 Introduction

The 7th Framework Programme legal base consists of a set of legal documents all beneficiaries should comply with during the execution of the project.

Hereafter the principal ones:

- ➢ European Parliament and the Council decision of 18 December 2006 concerning the FP7 EC (2007-2013)
  http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:412:0001:0041:EN:PDF
- ➢ Regulation laying down the rules for the participation to FP7 EC (2007-2013)
  http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:391:0001:0018:EN:PDF
- ➢ Council decision concerning the Specific Programmes
  http://cordis.europa.eu/fp7/find-doc_en.html

However, the fundamental binding rules set up in the above documents recur in the legal documents all legal entities who become project participants should sign:

- ➢ **Grant Agreement (and its Annexes)**
- ➢ **Consortium Agreement**

4.2 Grant Agreement (GA)

The beneficiaries of funding from the Framework Programme shall be responsible for the carrying out of research and technological activities. For this purpose, a *Grant Agreement* (GA) is signed between the beneficiaries and the European Commission: this is the legal document through which beneficiaries are made *legally liable* for the carrying out of research and technological activities described in the technical annex of the GA (Annex I or DoW- Description of Work).

The GA consists of the following parts:

Core Contract

Annex I: Description of Work (DoW)

Annex II: General Conditions of Grant Agreement

Annex III: Non applicable

Annex IV: Form A - Accession of beneficiaries to the grant agreement

Annex V: Form B - Request for accession of a new beneficiary to the grant agreement

Annex VI: Form C - Financial Statement per funding scheme

Annex VII: Form D - Terms of reference for the certificate on the financial statements

Annex VII: Form E – Terms of reference for the certificate of the methodology

The Core Contract contains specific project details like: project start, project duration, budget, requirement of submitting periodic progress reports.

The Annex I is the main reference document for carrying out the research work: it's based on information from Part B of the original proposal.

The Annex II contains the general conditions of the Grant Agreement, such as rights and obligations of legal entities involved, EC payment modalities, issues of participants' confidentiality, IPR and access rights.

Under the following link, you can find the *general model* of the GA and Annexes in all the Community languages http://cordis.europa.eu/fp7/calls-grant-agreement_en.html#ideas_ga.

It might be very useful to read these documents in your own language, and *especially Annex II*, in order to fully understand the 7th framework programme legal base.

Please note that the translations into the other Community languages are not legally binding and are not officially sanctioned.

4.3 Consortium Agreement (CA)

Under the 7th Research Framework Programme the European Commission granted consortia greater flexibility in project management issues. Whilst this results in more flexibility, it also means that consortia face harder requirements concerning project management. A particularly difficult challenge is the harmonisation of the diverse interests and objectives of the participating individuals and institutions.

For this reason beneficiaries of a European project shall conclude an agreement - hereinafter the *Consortium Agreement* (CA), to govern the relations between themselves (for example: management structures and decision-making processes within the project, distribution of the Community financial contribution, rules on dissemination, use and access rights, settlement of internal disputes, etc.)

The Consortium Agreement is a *legally binding document* signed by all beneficiaries. It should be noted that the European Commission *is not* a contracting party to this agreement, as the legal provisions which regulate the Commission relations are laid down in the Grant Agreement (see above). In any case, the GA's regulations take priority over those of the Consortium Agreement.

During the project the Consortium Agreement may "evolve" and be changed by agreement of all beneficiaries, e.g. to take into account changes in the beneficiary structure, additional rules for exploitation or protection of generated knowledge. Final decisions on the CA are taken by the SB.

5. PERIODIC AND FINAL REPORTS

5.1 Official Periodic and Final Reports

During the course of the project, the European Commission asks beneficiaries to submit:

1. *DELIVERABLES*
2. *PERIODIC REPORTS* (PERIODIC REPORT + ANNUAL PUBLIC REPORT)

According to the GA, the coordinator is the sole intermediary for any communication between the European Commission and any beneficiary. Therefore, coordinator should collect all due documents from the partners (through the Project Manager and Secretariat) and submit them to the Commission. Coordinator will gather the **internal reports** every 6 months (M6, M12, M18) **and periodic report in M12 and M18**, including information of both financial and technical progress.

The **Quality Assurance Plan** (incorporated in this Handbook, Annex 1) includes provisions for the review process for *deliverables* (e.g. check for consistency, clarity, technical content, and adherence to documentation standards) and for preparation of the *reports*.
Templates for both deliverables and reports are to be found in the document repository.

5.1.1. Deliverables

Identified in the Annex I or Description of Work (DoW) of the GA, which must be submitted according to the timetable specified in the table hereafter.

Deliverables (reports, prototypes, etc.) are the product of the project. The complete deliverables list with all project deliverables, the expected date for their submission and the responsible beneficiaries can be found hereafter. The responsible beneficiary compiles the deliverable with the support of the other beneficiaries assigned to this specific task.

Deliverables are also the evidences of the project's performance and enable the Commission to monitor the project. For this reason deliverables are the milestones against which EC payments are made.

MIReS Deliverables list

Del No	Deliverable name	WP no.	Lead beneficiary No	Nature	Diss. level	Month
D1.1	Intermediary report	1	2	R	PP	9
D1.2	Final public report	1	2	R	PU	18
D2.1	Documentation hub	2	5	O	CO	6
D2.2	Written report	2	5	R	PP	9
D2.3	Final version of the web-based documentation hub	2	5	O	PP	18
D3.1	Specification of the roadmapping process	3	3	R	CO	6

D3.2	Intermediate version of the roadmap	3	3	R	CO	9
D3.3	MIR Research Roadmap	3	3	R	PU	16
D4.1	Website and wiki active	4	6	O	PU	1
D4.2	Intermediate version of MIReS scientific collection	4	6	R	PP	9
D4.3	Final version of MIReS scientific collection	4	6	R	PP	18
D5.1	Intermediary summary of all events organised	5	1	R	PU	9
D5.2	Final summary of all events organised	5	1	R	PU	12
D5.3	Final summary of the contributions	5	1	R	PP	13
D6.1	Proposal document for the establishment of a virtual R2I network	6	2	R	RE	15
D6.2	Digital framework for a R2I network	6	2	O	PU	18

Milestones are a point-in-time event designed to focus project teams on hitting their dates. Projects should have interim milestones to signal, for instance, the completion of key phases. This provides a structured approach to managing the schedule.

MIReS 18-month work plan is organised into 2 Phases, and the end of each Phase marks a major Milestone or _control points_ related to Deliverables at M9 and M18. There are also two interim minor milestones at M6, M12 and M15.

Tasks are the most basic component of work and ensure delivery of the project to agreed dates. Tasks are activities which are assigned to people. Tasks involve effort.

Further details on MIReS deliverables, milestones and tasks can be found in the GA Annex I or Description of Work (DoW).

5.1.2. Periodic Reports

Periodic reports _are a contractual obligation for all beneficiaries_ (art. II.4 of the GA) and **must be sent to the Project Manager and Secretariat within 15 days of the end of each reporting period**. This is the basis on which the Commission checks and verifies the project efforts, expenses and performance. Reporting periods are defined every 12 months, so 2 periodic reports (including both financial and scientific information) are expected at M12 and M18.

The Periodic Report comprises 3 parts:
  a) An overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and attainment of any milestones and deliverables for each WP. This report should include the differences between work expected to be carried out in accordance with Annex I or Description of Work (DoW) and that actually carried out.
  This part of the periodic report is prepared and submitted by the Coordinator, but each beneficiary should actively contribute.

b) each beneficiary (and each third party) should deliver an explanation of the use of the resources (personnel costs, subcontracting, etc.) and any major costs incurred (large consumable items), linking them to work packages[1].
The coordinator merges the single reports prepared by the partners to one report and submits it the European Commission

c) each beneficiary should also provide a *Cost Statement (CS)* and a *Financial Statement* in <u>M12 and M18</u> (Form C – Annex VI of the Grant Agreement) where costs claim for the reporting period is indicated.
The coordinator collects all Form Cs and Certificates from the partners and submits them to the European Commission.

5.1.3. Public reports

An **Annual Public Report,** covering the calendar year, should also be submitted every year.
This is a document designed to be published on publicly accessible websites. It is a short report consisting of a summary of activities, important work areas and achievements, user involvement and tests, promotion and awareness (for the period October'11 to September'12), and future work or exploitation prospects as appropriate. Guidelines and templates are available in the project documentation hub, and the Public Report is then expected to be delivered before the <u>end of September 2012.</u>
This part of the periodic report is prepared and submitted by the Coordinator, but each beneficiary should actively contribute.

At the end of the project the Commission asks to submit a **Final Public Report**, within 60 days after the end of the project.
This final report shall comprises a final publishable summary report (covering results, conclusions and socio-economic impact of the project), and a report covering the wider societal implications of the project, in the form of a questionnaire (including gender equality actions, ethical issues, efforts to involve other actors and to spread awareness, as well as the plan for the use and dissemination of foreground).
The final report is prepared by the Coordinator, but each beneficiary should actively contribute.

5.2 Intermediate Internal Reports

In addition to these contractual periodic reports, each partner should contribute to document the project progress through periodic internal reports within 15 days of the end of each reporting period.

<u>6-month report:</u> overview of the work completed/launched in the reporting period, major results and events, problems and delays encountered, corrective actions taken. Update of measurable intermediate and final objectives. Overall resource consumption details and *Cost Statement* should also be submitted.
The coordinator will merge the single reports prepared by the partners to one report and submits it the Project Officer.

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[1] Please note that there is no standard definition of "major cost items": beneficiaries may specify these, according to the relative importance of the item compared to the total budget, or as regards the individual value of the item.

6. FINANCIAL ISSUES

6.1 Eligible Costs

In order to be considered for reimbursement, costs incurred by the beneficiaries in the course of the project <u>must</u> satisfy the eligibility criteria laid down by the Annex II of the GA**.**

In order to be *eligible*, costs must be:

1. **Actually incurred (actual costs)**. That means that they must be real and not estimated, budgeted or imputed. Where actual costs are not available at the time of establishment of the certificate on the financial statements, the closest possible estimate can be declared as actual if this is in conformity with the accounting principles of the beneficiary. This must be mentioned in the financial statement. *Any necessary adjustments to these claims must be reported in the financial statement for the subsequent reporting period*. For the last period the costs should be submitted based on the information (actual costs) available at the moment of preparing the financial statement[2].

2. **Incurred by the beneficiary** and no other organization (apart the special case of third party[3])**.** That also means that *supporting documents proving the payment of the costs by the beneficiaries must be kept for all costs and for up to five years after the end of the project*, as the Commission can carry out its own audits.

3. **Incurred during the duration of the project**, with the exception of costs incurred in relation to final reports as well as certificates on the financial statements which may be incurred during the period of up to 60 days after the end of the project (or the date of termination whichever is earlier)

4. **Determined according to the usual accounting and management principles and practices of the beneficiary identifiable and verifiable.** That means that beneficiaries cannot create specific accounting principles for FP7 projects.

5. **Used for the sole purpose of achieving the objectives of the project and its expected results**, in a manner consistent with the principles of economy, efficiency and effectiveness

6. **Recorded in the accounts of the beneficiary**

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[2] *Specific case of average personnel costs*: only actual costs are in principle eligible for cost reimbursement. Partners may opt to declare average personnel costs if consistent with the management principles and usual accounting practices and if based on a <u>certified methodology</u> approved by the Commission as described in Section 2 of Part A (Article II.4 of GA).

[3] A third party is, by definition, any legal entity which does not sign the GA. For example a subcontractor is a type of third party, but not the only one. In some circumstances the GA accepts some third parties whose costs may be eligible. Should a beneficiary wish to recur to the assistance of a third party in an ongoing project, this has to be discussed with the Project Officer, and if approved and in conformity with the rules, the third party contribution and resources have to be detailed in Annex I of the GA (see the Guide to Financial Issues , pg. 31 http://cordis.europa.eu/fp7/find-doc_en.html)

Special case of personnel costs:

Based on these rules, *only the hours actually worked on the project can be charged*. Working time to be charged must therefore be *recorded* throughout the duration of the project by any reasonable means, e.g. *timesheets*. You may use your own institution's timesheets, provided they are giving sufficient information, as e.g. in the template you find in the Document Repository.

It is important to underline than an effective time-recording system (a system which certifies the reality of the hours worked) *is a requisite for the eligibility of the personnel costs*. A contract, as a document signed before the work is actually performed, would not be sufficient. The complete time recording system should enable reconciliation of total hours in cases where personnel work on several projects during the same period.

Please note that any beneficiary may include in its personnel costs "permanent employees", that is, employees who have permanent working contracts with the beneficiary or "temporary employees", that is, employees who have temporary working contracts with the beneficiary.

6.2 Direct Costs and Indirect Costs

The European Commission's reimbursement of *eligible costs* cannot exceed the set upper funding limit. The *different upper funding limits, 50%, 75% or 100%,* will depend on the type of activity and on the type of beneficiary (see table below).

Type of activity

Type of beneficiary	Research and technological development activities	Demonstration activities	Other activities: dissemination, networking, coordination Intellectual Property, studies, promotion	Management activities	Training activities
• non-profit public bodies • secondary and higher education establishments • research organisations • SMEs	75%	50%	100%	100%	100%
All the legal entities not listed above (large enterprise, non-research-profit bodies, etc.)	50%	50%	100%	100%	100%

Depending on the characteristics of the operation*, eligible costs* can be considered either *direct costs* or *indirect costs*, but no cost can be taken into account twice as a direct cost and an indirect cost.

Direct costs are those costs which can be attributed directly to the project and are identified by the beneficiaries as such, in accordance with its accounting principles and its usual internal rules. Hereafter a non- exhaustive list of possible direct costs: personnel, travel and subsistence, equipment, consumable, subcontracting.

Indirect costs are all those eligible costs which cannot be identified by the beneficiaries as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the direct costs attributed to the project. Indirect costs, also called overheads, are all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the beneficiaries body's various activities and cannot therefore be attributed in full to the project.

Hereafter a brief explanation of the different models used by project Beneficiaris:

6.2.1. Actual indirect costs

The beneficiary has an analytical accounting system and can identify and group their indirect costs (pool of costs) in accordance with the eligibility criteria (e.g. exclude non-eligible costs), and therefore reports the *real indirect costs*

The beneficiaries using the real indirect costs model are **IRCAM** and **INESC PORTO.**

6.2.2. Simplified Method

The simplified method is a way of declaring indirect costs which applies to organisations which do not aggregate their indirect costs at a detailed level (centre, department), but can aggregate their indirect costs at the level of the legal entity. It is a system that can be used if the organisation does not have an accounting system with a detailed cost allocation.

There are no beneficiaries using the simplified method.

6.2.3. Standard flat rate

This option is open to any beneficiary, whatever the accounting system it uses. Accordingly, when this option is chosen, there is no need for certification of the indirect costs, only of the direct ones. The flat rate is 20% of all direct eligible cost minus the cost of sub-contracts.

The beneficiary using the standard flat rate is **STRO**.

6.2.4. Special Transitional Flat Rate

This flat rate is called a "transitional flat rate" because it will apply to grants awarded under calls for proposals closing before 1st January 2010. The transitional rate is 60% of all direct eligible cost minus the cost of sub-contracts. The objective is to help the organisations during the transition from a flat rate calculation of their overheads (organisations using the AC cost basis in previous Framework Programmes) to an actual cost calculation.

Non-profit public bodies, secondary or higher educational establishments, research institutions and SMEs which do not have an analytical accounting system can use this method of calculation.

The beneficiaries using the Special Transitional Flat Rate are **UPF-MTG, OSGK-OFAI, QMUL and BMAT.**

6.3 Financial Statement Guidelines

The purpose of the Financial Statement Form is to collect all necessary information related to the project's costs in order to process the payment request in the most efficient way.

All parts of a Financial Statement Form have been set up in a way that allows for semi-automatic processing. Changing the structure of the forms should be avoided. All forms are locked by default to prevent them from being changed outside the green fields and green areas. Please do not try to unlock and alter the forms. We recommend using MS Excel 2003 (or later).

Every beneficiary has to fill in an individual copy of the Financial Statement Form, listing its own costs only. There are two different Financial Statement Forms, one for the coordinator and another for beneficiaries other than the coordinator.

Please note that each beneficiary has to record costs from all periods in the same Financial Statement Form. The form used for the first reporting period should be saved and it can then be re-used for the subsequent reporting period. Existing data should be kept, and new data for the new period should be added on in the same Financial Statement Form.

It is indispensable that beneficiaries declare start and end date of each period as well as currency and the respective conversion rate. All amounts will be automatically transferred to EUR taking the appropriate period into consideration. The period in which a specific cost was incurred has to be indicated in the first column "period" (1-4).

In case the forms do not provide sufficient room for recording all costs, please contact the Project Manager and Secretariat. Financial Statement Forms with more room will then be given to you.

Please contact your Project Officer should you have any further inquiries.

FINANCING REQUEST CHECKLIST

1.   FINANCIAL STATEMENT FORM (ONE FOR EACH BENEFICIARY)

•   Is the reporting period correct?

•   Is the exchange rate correct?

EC exchange rate of the month after the last month of the reporting period can be found in http://ec.europa.eu/budget/inforeuro/index.cfm

•   Is the date of signature after the end of the reporting period?

•   Does the name of the person in charge for the project appear and has s/he signed?

•   Does the name of the financial officer appear and has s/he signed?

•   Is the financial officer the same person as the person in charge of the work?

YES? Submit a letter confirming that s/he is entitled to play both roles

2.   COST DETAILS FORM (one for each beneficiary)

Personnel Costs

- Do the hourly wage rates correspond to those declared during negotiations?

NO? Provide evidence that the rates charged are actual.

- Does the total number of hours correspond to those declared in the Progress Report?

Other Specific Costs

- Are the costs charged indicated in the DoW?

- If not, did you get prior approval from the Commission?

- Is it evident that they were necessary for the project?

Travel and Subsistence

- Were the trips done within the Reporting Period?

- Does the name of the person and her/his organisation appear?

- Does the person appear in the Personnel Cost Table?

NO? Submit a note clarifying his/her role in the project

7. OTHER FINANCIAL ISSUES

Each partner's total budget and funding (Requested EC contribution) is listed below.

This table is taken from the Annex I (DoW) of the GA.

<table>
<tr><th colspan="7">Estimated eligible costs
(whole duration of the project)</th></tr>
<tr><th>Part.
number</th><th>Part.
short name</th><th>Coordination /
Support (A)</th><th>Management
(B)</th><th>Other
(C)</th><th>Total A+B+C</th><th>EC contribution</th></tr>
<tr><td>1</td><td>UPF-MTG</td><td>74,169.00</td><td>42,500.00</td><td>0.00</td><td>116,669.00</td><td>104,030.00</td></tr>
<tr><td>2</td><td>STRO</td><td>71,856.00</td><td>30,531.00</td><td>0.00</td><td>102,387.00</td><td>91,295.00</td></tr>
<tr><td>3</td><td>OSGK-OFAI</td><td>87,972.00</td><td>9,264.00</td><td>0.00</td><td>97,236.00</td><td>86,701.00</td></tr>
<tr><td>4</td><td>IRCAM</td><td>77,067.00</td><td>0.00</td><td>0.00</td><td>77,067.00</td><td>68,713.00</td></tr>
<tr><td>5</td><td>INESC PORTO</td><td>80,773.00</td><td>8,977.00</td><td>0.00</td><td>89,750.00</td><td>80,021.00</td></tr>
<tr><td>6</td><td>QMUL</td><td>90,462.00</td><td>0.00</td><td>0.00</td><td>90,462.00</td><td>80,661.00</td></tr>
<tr><td>7</td><td>BMAT</td><td>69,061.00</td><td>0.00</td><td>0.00</td><td>69,061.00</td><td>61,579.00</td></tr>
<tr><td colspan="2" align="right">TOTAL</td><td>551,360.00</td><td>91,272.00</td><td>0.00</td><td>642,632.00</td><td>573,000.00</td></tr>
</table>

The cost for carrying out the project is 642,632.00 € of which 573,000.00 € is financed by the European Commission.

Payments are made to the Coordinator on behalf of the consortium. The coordinator is responsible for receiving and ensuring the distribution of the community financial contribution.

The Commission shall make the following payments:
a) a pre-financing in accordance with art. 6 of the core GA
b) interim payments corresponding to the amount accepted for each reporting period. At the end of each reporting period, the Commission evaluates *project reports and deliverables* (see above) and disburses the corresponding payments within 105 days of their receipt
c) final payment corresponding to the amount accepted for the last reporting period plus any adjustment needed. According to the Commission's rules, the **total amount of the pre-financing and interim payments shall not exceed 90% of the maximum Community financial contribution** defined in art.5 of the core GA. At the end of the project the remaining contribution will be calculated as final payment.

According to art.6 of the core GA, beneficiaries shall contribute to a Guarantee Fund established in order to manage the risk associated with non-recovery of sums due to the Community. The FP7 guarantee Mechanism replaces 6th Framework Programme "Financial Collective Responsibility" and it works in the following way:

- 5% of prefinancing (EUR 28,650.00) is withheld by the Commission to generate the Guarantee Fund.

- The 5% EC contribution transferred to the Guarantee Fund will be returned to the beneficiaries via the coordinator at the moment of the final payment, at the end of the project; however, a maximum deduction of 1% of the EC contribution may be applied

to beneficiaries in the circumstances detailed in Article II.20 of GA (unrecoverable defaults)

- The 1% deduction shall _not_ apply to amounts due to public bodies or legal entities whose participation in the grant agreement is guaranteed by a Member State or an Associated country, and higher and secondary education establishments.

A positive cash flow has been guaranteed to all partners at the beginning of the project with the distribution of the pre-financing EUR 315,150.00 (60% of the whole funding), giving great financial certainty to the consortium.

Please note that the SC board in its first meeting decided to distribute the whole amount of the pre-financing at the beginning of the project. The pre-financing has been distributed according to each partner's share of the total EC contribution.

Short Name	EC Total Contribution	Prefinancing (60%, gross)	Guarantee Fund (5%)	Prefinancing (net) transferred	MAX FINANCING (90%)
UPF-MTG	104,030.00 €	62,418.00 €	5,201.50 €	57,216.50 €	93,627.00 €
STRO	91,295.00 €	54,777.00 €	4,564.75 €	50,212.25 €	82,165.50 €
OSGK-OFAI	86,701.00 €	52,020.60 €	4,335.05 €	47,685.55 €	78,030.90 €
IRCAM	68,713.00 €	41,227.80 €	3,435.65 €	37,792.15 €	61,841.70 €
INESC PORT	80,021.00 €	48,012.60 €	4,001.05 €	44,011.55 €	72,018.90 €
QMUL	80,661.00 €	48,396.60 €	4,033.05 €	44,363.55 €	72,594.90 €
BMAT	61,579.00 €	36,947.40 €	3,078.95 €	33,868.45 €	55,421.10 €
Total	573,000.00 €	343,800.00 €	28,650.00 €	315,150.00 €	515,700.00 €

8. IPR AND PUBLICATION

8.1. IPR

The information and knowledge held by the beneficiaries prior to their accession to the GA (background, see below) as well as the information and knowledge generated by beneficiaries within the project (foreground, see below) are *property* of the beneficiaries that carried out/are carrying out the work generating them.

Nevertheless, European research projects involve the sharing of knowledge: beneficiaries need to exchange information, know-how, software, etc. and work together in order to execute the project or exploit its results. This exchange is implemented through the so called *access right*.

Certain access rights are mandatory in a FP7 project, and additional ones can be freely negotiated by the beneficiaries. The economic conditions for the granting of access rights are establish in the GA and are better defined in the CA.

	Access rights to background	**Access rights to foreground resulting from the project**
For carrying out the project	Yes, if a participant needs them for carrying out its own work under the project	
	Royalty-free unless otherwise agreed before acceding to the grant agreement	Royalty-free
For use (exploitation + further research)	Yes, if a participant needs them for using its own foreground	
	Either fair and reasonable conditions or royalty free-to be agreed	

Please note that within MIReS, according to the CA:
- access rights to both background and foreground for *use of a beneficiary's own foreground* are granted *on fair and reasonable conditions;*
- access rights *for internal research activities are granted on a royalty-free basis;*

Other conditions regarding property rights and access rights (especially in connection with planned patents) are included in the GA and CA.

"Foreground" means the results, including information, materials and knowledge, generated in a given project, whether or not they can be protected. It includes intellectual property rights (IPRs such as rights resulting from copyright protection, related rights, design rights, patent rights, plant variety rights, rights of creators of topographies of semiconductor products), similar forms of protections (e.g. sui generis right for databases) and unprotected know-how (e.g. confidential material). Thus, foreground includes the tangible (e.g. prototypes, micro-organisms, source code and processed earth observation images) and intangible (IPR) results of

a project. Results generated outside a project (i.e. before, after or in parallel with a project) do not constitute foreground.

"Background" is information and knowledge (including inventions, databases, etc.) held by the participants prior to their accession to the grant agreement, as well as any intellectual property rights which are needed for carrying out the project or for using foreground. Regarding intellectual property rights for which an application must be filed, only those intellectual property rights for which the application was filed before the accession of the participant to the GA are included.

8.2 Publication

The general principle is that any beneficiary can publish the foreground that he possesses.

Nevertheless, according to the CA, the other beneficiaries concerned with the content of *any* publications and conference papers should be notified at least 7 days before submission. Any of those beneficiaries may object within 5 days of provision of the draft texts. The beneficiary objecting a publication has to show that its legitimate interests will suffer disproportionately great harm and shall include a request for necessary modifications.

Nevertheless, whenever possible, external publications should be *joint publications* between projects beneficiaries. References to published articles will be stored in the Document Repository. If possible PDF versions of publications should also be made available but complying to the publisher's copyright rules.

A separate document of all publications and dissemination activities will be kept beside this project handbook as a living document. This document will be stored in the Document Repository. Each partner has to add publications and dissemination through the WP leader responsible for dissemination and with the coordinator.

Further information on publication within the project is to be found in the GA and CA.

9. FURTHER INFORMATION

For further information on legal and financial issues, you can find hereafter some European Community guidelines - the management team is, of course, available to answer questions and clarify doubts.

At the following web address http://cordis.europa.eu/fp7/find-doc_en.html you can find a list of documents for further understanding of the 7th FP and in particular:

- Guide to Financial Issues
- Guide to IPR
- Guidance notes on project reporting
- Guidance notes on project technical review
- Presentation of FORCE (Forms C on-line tool)

Some useful websites:
IPR helpdesk: http://www.ipr-helpdesk.org
Financial helpdesk: http://www.finance-helpdesk.org
Research Inquiries http://ec.europa.eu/research/enquiries

ANNEXES

ANNEX1 : QUALITY PLAN

Quality Plan Executive Summary

The Quality Plan described in this report defines the general approach to quality assurance and consequently the procedures to be followed for beneficiary communication, documentation, deliverable production and software development.

In particular it describes:

- Communication procedures between beneficiaries.

- Procedures for the production of due reports, cost statements and deliverables. These procedures include document naming and version numbering protocols as well as formats to be used for various purposes.

- Procedures for the review and distribution of the various types of deliverables: reports, prototypes and demonstrators.

- Procedures for decision-making and conflict resolution.

- A general approach to software and hardware development quality standards

Quality Approach

This present Quality Plan (QP) is devoted to general procedures and associated material and tools, supporting the following objectives:

- To produce high-quality Deliverables on time and specification, in accordance with the Work Programme

- To identify any possible risks, or deviations from the Work Plan at an early stage

- To take any necessary remedial actions as soon as possible

Project QP is an important task throughout the project, as is monitoring and reporting on the achievements of the project objectives.

Quality assurance is the joint responsibility of all partners and will be applied at all levels of the project's activities.

1. COMMUNICATION PROCEDURES

The coordinator will, through the Project Manager and Secretariat, be responsible for ensuring the management of communication within the Consortium.

Communications between beneficiaries should be made via e-mail, telephone, fax and the postal system.

Communication on important legal or financial issues must be sent to the coordinator, first by e-mail alba.rosado@upf.edu and followed by written confirmation at the following address:

Alba B. Rosado
Music Technology Group – Universitat Pompeu Fabra
Roc Boronat, 138
08018 - Barcelona

The project public website address is as follows: http://www.mires.cc

1.1 Mailing lists/e-mail lists

During the lifetime of the project an email list exists to distribute project related information and messages:

mires@llista.upf.edu

Single mailing list for each WP or working group can be created by sending a request and the list of people to be included at the following email: alba.rosado@upf.edu

This email is to be used for any contact or request of support.

In emails the subject should always be indicated!

1.2 Documentation Hub

The Document Repository is a tool for storing and sharing project related documents/information (deliverables, working papers, etc.) through the following wiki: http://mires.eecs.qmul.ac.uk/wiki/index.php/Main_Page

It allows all beneficiaries to download, archive and exchange project related data during the whole project duration.

As a result, email lists should normally NOT be used to distribute documents as attachments, in order to keep the mailboxes of each beneficiary and the data traffic as small as possible.

Rather than circulate project documents to the beneficiaries by email, each beneficiary will upload their material intended for sharing with either some or all other beneficiaries of the Consortium on the document repository and inform them of their availability for download (by sending an email with the link corresponding to where the document is stored).

This repository is private. It is only accessible to beneficiaries of the project consortium, who have an account. If you lost trace of it or forgot your password, or if you want another member of your staff to have access, please send an email to the Project Manager and Secretariat team.

1.3 Preparation and organisation of meetings

Members of a Consortium Body or participants of project's meeting (see chapter 3.2 and 3.3 of this Handbook) shall be given notice in writing (via email) of a meeting as soon as possible, and anyway no later than 14 calendar days preceding the meeting (7 calendar days for extraordinary meeting). With the meeting's notice, the chairperson will also circulate an agenda.

All the necessary working documents will be circulated by the chairperson no later than 7 calendar days preceding the meeting (3 calendar for extraordinary meeting).

Any agenda item requiring a decision by the participants must be identified as such on the agenda. Any participant may add an item to the original agenda by written notification to all participants up to 7 calendar days preceding the meeting (3 calendar days for an extraordinary meeting).

Written minutes should be produced by the coordinator together with WP Leaders leading different meeting sessions which shall be the formal record of all decisions taken. The draft copy should be sent to all participants via email within 15 calendar days of the meeting.

The minutes shall be considered as accepted if, within 20 calendar days from sending, no participant has objected in writing to the chairperson with respect to the accuracy of the draft of the minutes. The minutes (reviewed and corrected if necessary), should be approved and signed at the following meeting.

Notice of a meeting	No later than 14 calendar days preceding the meeting, 7 calendar days for an extraordinary meeting
Sending the agenda	No later than 14 calendar days preceding the meeting, 7 calendar days for an extraordinary meeting
Working documents circulation	No later than 7 calendar days preceding the meeting, 3 calendar for extraordinary meeting
Adding agenda items	No later than 7 calendar days preceding the meeting, 3 calendar days for an extraordinary meeting
Minutes	Sent within 15 calendar days of the meeting, considered accepted within 20 days from sending

1.4 Work Packages meetings

All work packages related to specific stages of the project shall have a kick-off meeting to get acquainted with the area of expertise of each the partners involved and to elaborate a work plan.

It is the responsibility of the work package leader to organise and lead the kick off and any other meeting of his work package (including preparation of the agenda, preparation and sending of the minutes).

2. REPORTING

2.1 Deliverables

MTG-UPF, as coordinator, has the administrative responsibility for the transmission of all deliverables to the Commission.

Each deliverable should undergo an internal quality review by Thematic Leader in order to ensure administrative accuracy and technical value.

The process for this quality control for all technical deliverables (except for management reporting deliverables) should be as follow:

- The WP leader is responsible for the generation of deliverables associated to the WP

- The deliverables' final draft must be ready at least **2 weeks before the due date** (see deliverable list) in order to undergo the internal quality review procedure by the Thematic Leader

- Once ready, the responsible beneficiary (author) should send by email the draft copy of the deliverable to the Thematic Leader, appointed as reviewer. The coordinator must be in copy. The coordinator will upload the deliverable in the document repository, so that all beneficiaries can read it and send opinions. Alternatively, the author can upload the deliverable directly on it (further instruction will be given)

- The Thematic Leader then will be given **1 week** to write a short report about the deliverable quality using the template placed on the document repository.

- All feedback provided by the internal peer reviewer and the rest of beneficiaries is forwarded to the author of the deliverable, who has **1 week** to revise and complete it. The coordinator must be in copy. Alternatively, feedback can be uploaded directly on the Document Repository (further instruction will be given).

- The coordinator should receive from the author by email the final version (in word format) at least **1 working day before the deadline**, in order to edit the document and send it to the Commission's Project Officer. The final version will be available in document repository (in the "Deliverables_final version" folder and in pdf version).

2.2 Reports

The Project Manager will upload in the document repository, the template for the 6-monthly (**SR**) and the Periodic (**PR**) reports before the end of the each reporting period with the necessary instructions to prepare them.

Periodic Report (PR)

Partners are required to submit periodic (official) report yearly (see chapter 5.1 of the Handbook)

Contributions must be sent to the Project Manager *by email* within **3 weeks** of the end of the reporting period. The PM will collect the reports from the partners and edit a single annual report and make it available for partners review for **1 week** to finally send it to the Commission no later than **60 days** after the covered period.

Please note that the PR comprises:

a) An overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and attainment of any milestones and deliverables for each WP.

b) each beneficiary (and each third party) should deliver an explanation of the use of the resources (personnel costs, subcontracting, etc.) and any major costs incurred (ex. large consumable items), linking them to work packages.

c) each beneficiary should also provide a

- **Cost Statement:** this is an excel file including a detailed justification of the costs incurred and of the resources deployed by each partner linking them to activities implemented and justifying their necessity.

The data (expenses and the personnel time) *must* comply with the EC requirements (see chapter 6.1 of this Handbook, "Eligible cost"). Cost statement is not to be submitted to the Commission.

- **Financial Statement:** The purpose of the Financial Statement Form is to collect all necessary information related to the project's costs in order to process the payment request in the most efficient way. A template for the Form C is available in the Annex VI of the Grant Agreement, where costs claim for the reporting period is to be indicated. It can be considered as a "summary report" of the Cost Statement. This is the official document to be submitted to the Commission.

When this is appropriate, financial statements should be accompanied by **Certificates** (art. II.4.4 of the Grant Agreement).

The periodic and final report should be submitted only electronically (online) via the NEF tool[4]. The coordinator is responsible to submit the whole report.

Nevertheless partners have to enter the online system and upload their Financial Statement.

The coordinator will then proceed with the final submission. Further instruction about the procedure will be given in due course.

Please note that 3 copies of Form C must be signed and stamped in original

Before sending the final paper copies, beneficiaries should wait for the feedback from the Project Manager and Secretariat who checks the correctness of the Form C and its compliance with the EC rules.

For this reason, it is extremely important that beneficiaries send all requested documents to the Project Secretariat by email **within 3 weeks of the end of the reporting period**.

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[4] NEF (Negotiation Forms) is the online tool used during the negotiation process to collect legal and financial data as well as background information about the beneficiaries. The Commission is now introducing the use of this online tool also for the submission of periodic and final reports in order to move toward a paperless interaction. Further information can be found at the following link: http://ec.europa.eu/information_society/services/coord_day/index_en.htm

In the event that any partner fails to respect any of the above deadlines, the coordinator will submit the Periodic Report and the other Financial Statements on time, without the data from the partner missing the deadlines, to avoid delays in payment to other partners.

The costs not reported as a result will then be reported in the next Financial Statement.

Annual and Final Public Reports

The annual and final public reports are documents which should allow the general public and stakeholders outside the consortium to find out about the project.

They should be published on the project website and may be published on the European Commission website. They have to be concise, but at the same time provide all the necessary information to give an external reader a broad overview of the activities of the project and its achievements.

Therefore:

- Start with an executive summary
- Put your project in context.
- Specify the targeted audience of the actions; distinguish between multipliers (educators, childcare and parent associations...) and the end targets (children and parents).
- Start at the beginning: don't assume that everybody knows what you are doing and briefly state the goals of the project in a way relevant for stakeholders and other audience.
- Be clear, using a language that can be understood by everybody. Specify your goals, current achievements, future work, and prospects after the end of the project.
- Promote your project, highlighting success stories. Insert hyperlinks to on-line public dissemination material (leaflets, brochures, video clips, photos…). Where relevant you may put documents in annexes.
- Further Information: Include a reference chapter for people who want to know more about the subject, list here whatever you deem appropriate, using in particular Web references.

The annual Public Report, covering the calendar year, is a document designed to be published on publicly accessible websites. It is a short report consisting of a summary of activities, important work areas and achievements, user involvement and tests, promotion and awareness, and future work or exploitation prospects as appropriate.*.*

6-monthly Report (SR)

Partners are required to submit a 6-monthly Activity Report (see chapter 5.2 of this Handbook) Apart for a detailed description of the work, effort, etc., the report should also contain:
- <u>Cost Statement</u> for the reporting period (see above)

Reports must be sent by email to the Project Secretariat within **2 weeks** of the end of the reporting period. The Project Secretariat will collect the reports from the partners and edit a single Report and make it available (on document repository).

The SR should be drawn up according to a template supplied in Annex 5. Once available the template will be placed in the document repository.

2.3 EC Reviews

EC reviews will be organised to present the project results at regular intervals to the European Commission and their independent experts. This enables the Commission to monitor the project and to ensure that the contractual obligations are fulfilled. Additionally future project plans are discussed and agreed within such a meeting. The annual payment to the project will be processed if the outcome of the annual EC Review is considered satisfactory.

EC Reviews will be called by the EC Project Officer, and they will normally be annual.

2.4 Time Sheets

Only the hours worked on the project can be charged. Working time to be charged must be recorded throughout the duration of the project by any reasonable means (e.g. timesheets). Employees have to record their time on a daily, weekly, or monthly basis using a paper or a computer-based system. The time-records have to be authorised by the project manager or other superior.

If you decide to use timesheets to record working hours (please note that they are not compulsory – any other reliable way of measuring of working time may be applied) then they should meet at least the basic requirements indicated below:

- Full name of beneficiary as indicated in the GA;

- Full name of the employee directly contributing to MIReS project;

- Title of the project as indicated in the GA;

- Project account number should be indicated;

- Periodicity of filling in (for instance on daily, weekly, monthly basis) according to the beneficiary's normal practice;

- Time period concerned (for instance on daily, weekly, monthly basis) according to the beneficiary's normal practice;

- Amount of hours claimed on the MIReS project. All hours claimed must be able to be verified in a reliable manner;

- Full name and a signature of a supervisor (person in charge of the project).

- The timesheets must be reconcilable with the absences for holidays, illness, travels or others.

The complete time recording system should enable reconciliation of total hours in cases where personnel work on several projects during the same period. It is important to remember than an effective time-recording system (a system which certifies the reality of the hours worked) is a requisite for the eligibility of the costs. A contract, as a document signed before the work is actually performed, would not be sufficient.

Also, there must be some system allowing the beneficiary to indicate the activity to which the hours have been attributed. It is worth mentioning that the above elements are the basic ones, thus there are no obstacles to running the timesheets in a more detailed way.

We are including as Annex 6 to this document, a timesheet model as a reference in case it can be of any help to partners.

3. DOCUMENT PRODUCTION

3.1 Processing Tools and Document Standards

For the preparation of documents Microsoft Office (Word, Excel, and PowerPoint) should be used. Graphics can be provided in any standard image format such as TIFF, GIF, PNG, and JPEG. Templates for documents (Word), presentations (PowerPoint), financial statements (Excel) etc. will be provided on document repository. Final documents should be made available in document repository in PDF format to ensure that everybody can access and read them without making changes.

3.2 Document numbering

All documents shall be named and numbered in a constant manner so to identify the project, document type and the version.

In order to identify a document version the date should be used, with the format YYYYMMDD

Name segments should be separated by _ and the acronym of the project that identifies the project should always appear first.

So for example, the word file of Deliverable D1.3.1, produced on 15 July 2009 would be:

MIReS_D1.3.1_WP1_[NAME]_20090715

When it is necessary to identify also the partner that has produced the document, the organisation acronym should be inserted after the date.

Please find hereafter the name of the principal MIReS document type:

D	**D**eliverable	**PR**	**P**eriodic **R**eport
SR	**6**-monthly **R**eport	**APR**	**A**nnual **P**ublic **R**eport
TS	**T**ime **S**heet	**FPR**	**F**inal **P**ublic **R**eport
MN	**Min**utes	**WD**	**W**orking **D**ocument, not otherwise classified
CS	**C**ost **S**tatement	**FS**	**F**inancial **S**tatement
TEM	**Tem**plate	**CFS**	**C**ertificate on the **F**inancial **S**tatements

3.3 External publications including Scientific Publications

All external publications arising from the project must include an acknowledgement of the Commission contract funding the project. The following is suggested:

"Supported by the European Commission, FP7 (Seventh Framework Programme), ICT-2011.1.5 Networked Media and Search Systems, grant agreement No 287711"

The Coordinator and all partners have to be informed on project related publications well in advance (see also the Description of Work - DoW and the Consortium Agreement - CA for details).

External publications should be joint publications between project partners, wherever possible. References to published articles will be stored on the project's public web page, and the articles themselves should be scanned if necessary, and forwarded to the Project Coordinator.

If possible PDF versions of publications should also be made available but complying to the publisher's copyright rules.

The Intellectual Property rights as included in the Consortium Agreement have to be respected.

Each partner should contribute to the list of events/conferences to be attended/have been attended, at which the MIReS project/partner collaboration was presented/exhibited. These events should be flagged by all partners to the coordinator, and the events list is to be updated by partner responsible of MIReS website.

3.4 Formats

MIReS provide formats with a standard visual image, to assist clear communication and comprehension. The following are the formats specified for use in partner communication, documentation, reporting, and deliverable production.

3.4.1. Reports and Deliverables

Reports and Deliverables will be produced in Word: working drafts and editable working copies will be supplied to partners as Word documents. The Project Secretariat will make a final release version as a PDF file. This PDF version will also be made available to partners in document repository and will be regarded as the definitive version of the document (Report or Deliverable). Financial Statements and Cost statements will use Excel.

Reports and Deliverables should have a consistently styled cover sheet and structure, based on the template placed in document repository. All pages should be numbered.

We are including a template for the project deliverables as Annex 3 to this document. All partners are requested to use it when producing project deliverables.

All word documents generated within the project to be submitted to the Commission or to the general public (open documents, deliverables, papers…) may uses following format:

·   Front page:

    -     MIReS Project logo

    -     Relevant information of the project

- The sentence "Project funded by ICT-7th Framework Program from the European Commission"

· Cover page

- Relevant information of the document

· Header:

- Left handside: MIReS logo

- Right handside: Networked Media Systems Unit logo

· Footer:

- Left handside: name of the document properly using established nomenclature

- Right handside: page number

· Font: Tahoma 10

· Titles and subtitle:

TITLE 1 (1)	**Tahoma 12 bold** **Starting new page** **spacing after paragraph 12** **Capital letters**
<u>Title 2</u> <u>(1.1)</u>	**<u>Tahoma 11 bold underlined</u>**
Title 3 (1.1.1)	**Tahoma 10 bold**
Title 4 *(1.1.1.1)*	*Tahoma 11 italics*

3.4.2. Logos and acknowledgements

All reports and deliverables should carry the logos of MIReS, the Networked Media Systems and/or the FP7 logo.

3.4.3. Illustrations

Each partner shall be responsible for ensuring all necessary copyright clearances for illustrative materials they use within the project involving third party material.

3.4.4. Timesheets

In accordance with the terms of the GA, all partners are required to maintain proper records of time worked on the project. There is no set format for time sheets. They can conform to an established company practice, but UPF will provide a model time sheet. Partners are not required to submit time sheets to the coordinator but maintain them for inspection on request.

3.4.5. Presentations

The Technical Coordinator will provide templates, uploaded into document repository, for project presentations in order to facilitate their production as well as to guarantee the consistency and quality of MIReS image.

ANNEX 2: LOGOS

MIReS Project Logo

The MIReS Project Logo is shown below and must be included in the front page of all deliverables.
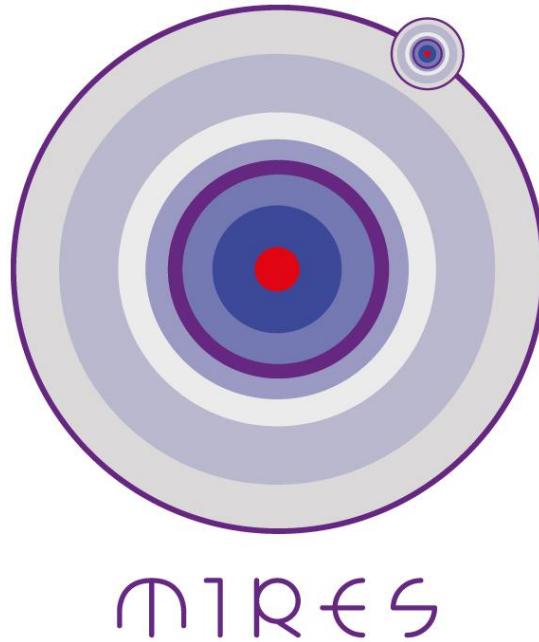
The reduced version of MIReS project Logo is shown blow and must be included in the header of all deliverables.

Networked Media Systems Unit Logo

The official logo is shown below and must be included in the header of all deliverables.

ANNEX 3: PROJECT DELIVERABLE TEMPLATE

NAME OF DELIVERABLE
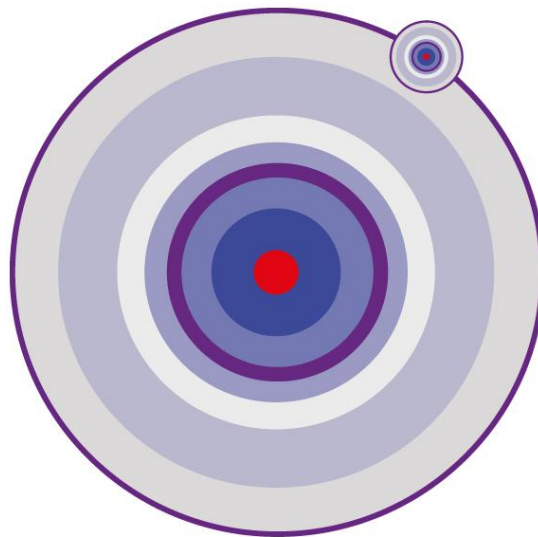
Grant Agreement nr	287711
Project acronym	MIReS
Start date of project (dur.)	Oct 1st 2011 (18 months)
Document due Date :	
Actual date of delivery	
Leader	
Reply to	
Document status	

Project funded by ICT-7th Framework Program from the European Commission

Project ref. no.	287711
Project acronym	MIReS
Project full title	Roadmap for Music Information ReSearch
Document name	
Security (distribution level)	
Contractual date of delivery	
Actual date of delivery	
Deliverable name	
Type	
Status & version	
Number of pages	
WP / Task responsible	
Other contributors	
Author(s)	
EC Project Officer	Rossella Magli
Abstract	
Keywords	
Sent to peer reviewer	
Peer review completed	
Circulated to partners	
Read by partners	
Mgt. Board approval	

Table of Contents

1   BACKGROUND

This chapter put to Deliverable into context, so it should include following information:

- Background of the Document, related to the WP works and the whole MIReS Project.
- Definition and main scope of this Deliverable.
- Relation with other documents and other WP of the MIReS project.

2   INTRODUCTION

This chapter introduces the contents of the Deliverable, so it should include the necessary information prior starting with the main contents, with a presentation of the different chapters included in the document with a short summary.

2.1   Main objectives and goals

Description of main objectives and goals of the work.

2.2   Methodology

Description of the methodology used to do the works. This sub-chapter may be structured in a separated chapter of the main contents, if methodology itself is a must of the works done.

2.3   Terminology

If needed, in this sub-chapter Partners should include all specific terminology used in the Document, like MIReS Project related terminology that is not normally used outside MIReS Project.

2.4   Convention

If needed, in this chapter writers should include all conventions used in the writing of the document, e.g. specific format for specific contents (e.g. *italics* for newly introduced terminology, <u>underlined</u> for cross reference and references to other document, CAPITAL for emphasis, CourierNew for software design entities, …), trying to use the same terminology at least in all Deliverables of the same WP.

3 MAIN CONTENTS OF THE DELIVERABLE, LEVEL1

Please add as many chapters as needed, following the presentation of chapters made in the introduction.
For the structure of sub-chapters, we recommend to use only following levels 2, 3 and 4. Additional sub-level may be includes as:

3.1 Sub-chapter, level 2

Please add as many sub-chapters (level 2) as needed.

3.1.1 Sub-chapter, level 3

Please add as many sub-chapters (level 3) as needed

3.1.1.1 Sub-chapter, level 4

Please add as many sub-chapters (level 4) as needed.

4 Conclusion

This chapter must include the conclusions and main results of the Deliverable, summarizing them.

Add some information related to who will use this Deliverable (other WP), and why.

Add some reference to following steps or works to do after the completion of this Deliverable.

5   References

6   Written references

7   Web references

8   Trademarks and Copyrights

9   Acronyms and abbreviations

ANNEX 4: DELIVERABLE REVIEW FORM

Part I – Deliverable Details

Deliverable name		Deliverable number	

Workpackage no.		Month deliverable due	

Lead organisation		Deliverable owner	

Reviewer's name		Date sent for review	

Part II – Reviewer's Comments

Please comment on each of the issues – what's good, what needs improvement

Issue no.	comment	scale 1 5
1. How well does the deliverable address the goal(s) of MIReS workplan?		
2. Does it represent original work?		
3. Does it make a significant contribution to its particular field?	.	
4. Is the work technically sound?		
5. Are the references adequate? Any omissions?		
6. Does the Executive Summary represent the contents?	.	
7. Is the deliverable well organized and well written?		
8. Any other comments?		
Overall assessment	**Pass** (accept with no or minor changes); **NOT Pass**	

Part III - Follow-up Actions (to be filled by the deliverable author)

Issue no.	Action taken
1	
2	
3	
4	

...	

Part IV—Reviewer's Final Comments

Final assessment	**Pass** or **Not Pass**

Final reviewer comments (optional)

ANNEX 5: 6-MONTH REPORT TEMPLATE (SR)

6-MONTH MANAGEMENT REPORT
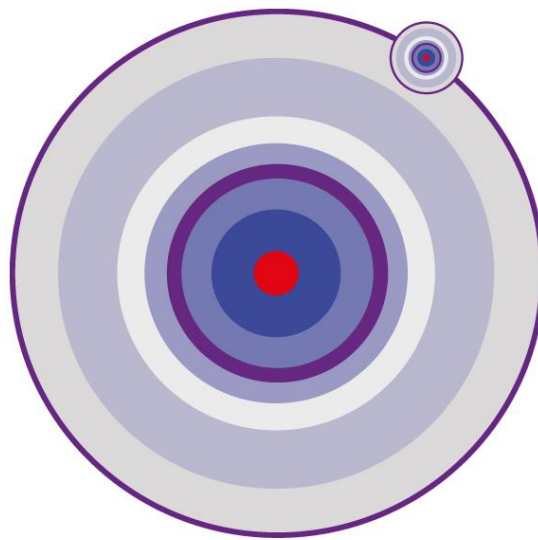
Grant Agreement nr	287711
Project acronym	MIReS
Start date of project (dur.)	Oct 1st 2011 (18 months)
Date of preparation	
Actual date of delivery	
Reply to	Alba B. Rosado (alba.rosado@upf.edu)
Dissemination level	CO – Confidential, only for members of the consortium (including the Commission Services)

Project funded by ICT-7th Framework Program from the European Commission

1 GENERAL INFORMATION

Partner Number	
Partner Name	
Starting Date of the Project	Oct 1st 2011
Duration	18 months
Reporting Period	From xxx to xxx
Total Actual Effort (person months)	
Total Actual Costs (€.)	

2 WORK PERFORMED BY CONTRACTOR DURING REPORTING PERIOD

2.1 Summary of the Man Months expenditure divided for WPs

Workpackage No	Person Months (Overall)	Person Months expenditure during the reporting period	Residual Man Months
1			
2			
3			
4			
5			
6			
TOTAL			

2.2 Detailed description of the work performed

Activity/Workpackage No	Performed Work/Tasks
WP1: Project Management	
WP2: Meta-Analysis of the MIR Discipline	
WP3: Roadmap Document for Music Information ReSearch	
WP4: Dissemination: Wiki, Publications, Conferences and Workshops	
WP5: Community Co-	

creativity and New Knowledge Generation (Hubs and Spokes)	
WP6: Framework for an MIReS Network of Excellence: Research-to-Industry	

3 JUSTIFICATION OF MAJOR COST ITEMS AND RESOURCES

3.1 Detailed description of the major costs items

Costs Categories	Description of the main employed resources
Personnel Costs	
Equipment deprecation	
Consumables	
Travel & Subsistence	
Other Costs (to specify)	
Indirect Costs	

3.2 Detail of the actual costs

	Type of Activity		
	Coordination / Support (A)	Management (B)	Total (A+B)
a. Personnel Costs	€.	€.	€.
b. Subcontracting	€.	€.	€.
c. Equipment deprecation	€.	€.	€.
d. Consumables	€.	€.	€.
e. Travel & Subsistence	€.	€.	€.
f. Other Costs	€.	€.	€.
g. Indirect Costs	€.	€.	€.
Total Costs	€.	€.	€.
Max. allowable EC Contribution	€.	€.	€.

3.3 Total Budget vs. Actual Costs

	Total Budget (Coord/Support + Management)	Total Actual Costs (Coord/Support + Management)	Percentage Spent (%)	Residual Budget
Total Person Months				
Personnel Costs	€.	€.	€.	€.
Subcontracting	€.	€.	€.	€.
Other Direct Costs (c+d+e+f)	€.	€.	€.	€.

Indirect Costs	€.	€.	€.	€.
Total Costs	€.	€.	€.	€.
Max. allowable EC Contribution	€.	€.	€.	€.

4 MAJOR DEVIATIONS FROM PROJECT WORKPLAN / BUDGET

4.1 Deviations from the project WorkPlan

Please identify the nature and the reason for the problem

Causes and Description	*Corrective Actions*

4.2 Summary explanation of the impact of major deviations

Explanation of the impact of major deviations from cost budget and person-months, with reference to the WorkPackage progress, where the reasons for deviation from plan have been explained

5 DELIVERABLES / MILESTONES

5.1 List of deliverables, included in the reporting period

TABLE 1. DELIVERABLES											
Del. no.	**Deliverable name**	**Version**	**WP no.**	**Lead beneficiary**	**Nature**	**Dissemination level**	**Delivery date from Annex I (proj month)**	**Actual / Forecast delivery date** **Dd/mm /yyyy**	**Status** **No submitted / Submitted**	**Contractual** **Yes/No**	**Comments**

5.2 List of milestones, included in the reporting period

Milestone no.	**Milestone name**	**Work package no**	**Lead beneficiary**	**Delivery date from Annex I dd/mm/yyyy**	**Achieved Yes/No**	**Actual / Forecast achievement date dd/mm/yyyy**	**Comments**

6 COST REPORT

An example of cost report is provided

PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR THE PERIOD			
Work Package	Item description	Amount in € with 2 decimals	Explanations
Ex: 2,5, 8, 11, 17	Personnel direct costs	235000.00 €*	Salaries of 2 postdoctoral students and one lab technician for 18 months each*
5	Subcontracting	11000.02 €*	Maintenance of the web site and printing of brochure*
8, 17	Major cost item 'X'	75000.23 €*	NMR spectrometer*
11	Major cost item 'Y' ………..	27000.50€*	Expensive chemicals xyz for experiment abc*
	Remaining direct costs	15000.10€*	
	Indirect costs		
TOTAL COSTS[5]		363000.85€*	

[5] Total costs have to be coherent with the costs claimed in Form C.

ANNEX 6: TIME-SHEET TEMPLATE

Example of a time-sheet template which may be of use:

Person : **Prof. W.** Number of hours envisaged i.e. according to the employment contract: **20 hours/week**

2008 January

Indicate the time in hours   Only the yellow cells are writeable

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Day	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	
EU-Projects																																
R&D Activities																																
Project x		3	4	7	8									3,5			3	2	8	9	4										7	58,5
Project y		5	5			5,5																										15,5
Project z																																0
Total RTD	0	8	9	7	8	5,5	0	0	0	0	0	0	0	3,5	0	0	3	2	8	9	4	0	0	0	0	0	0	0	0	0	7	74
Demonstration																																
Project x																																0
Project y																																0
Project z																																0
Total Demonstration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Management																																
Project x													8	3,5			5				1											17,5
Project y																																0
Project z																																0
Total Management	0	0	0	0	0	0	0	0	0	0	0	0	8	3,5	0	0	5	0	0	0	1	0	0	0	0	0	0	0	0	0	0	17,5
Other Activities																																
Project x							3									5																8
Project y																																0
Project z																																0
Total Other	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8
Internal and National Projects																																
Teaching						2,5											1	6			3											12,5
B																																0
C																																0
Total	0	0	0	0	0	2,5	0	0	0	0	0	0	0	0	0	0	1	6	0	0	3	0	0	0	0	0	0	0	0	0	0	12,5
Absences																																
Annual Leave																								8	8	8	8					32
Special Leave						0																										0
Illness									8	8	8																					24
Total Absences	0	0	0	0	0	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	0	0	0	56
Total productive hours	0	8	9	7	8	8	3	0	0	0	0	0	8	7	0	5	9	8	8	9	8	0	0	0	0	0	0	0	0	0	7	112
Total hours																																168

Signed: Approved:

Productive hours per project:	
Project x	84
Project y	15,5
Project z	0

(a.3) Working hours and productive hours

A simple estimation of hours worked is not sufficient. Productive hours must be calculated according to the beneficiary's normal practices.

The annual number of productive hours can be calculated in two ways:

- by using a standard number of productive hours used for all employees;

- by calculating an actual individual number of productive hours for each employee.

The first option, the use of the standard number of productive hours, is the most efficient one. The use of actual productive hours per employee to compute the hourly personnel rate is the most precise. In general, the actual productive hours should be close to the standard productive hours. In addition, the time recording system of the beneficiary must allow keeping track of this number of actual individual number of productive hours.

Productive hours per year should exclude annual leave, public holidays, training (if not project related) and sick leave. A figure of 210 working days- year could be considered representative in most cases.

For example:

Total days in a year	365
Weekends	-104
Annual holidays	-21

Statutory holidays	-15
Illness/Others	-15
Workable days in a year	210

The above will vary depending on the personnel category, industry sector, unions, contracts and national legislation which must all be taken into account.

Some beneficiaries use the (much lower) number of "billable" hours instead of the number of productive hours, with a higher hourly rate as a result. This is not acceptable. Productive hours are not the same concept as "billable" hours. Productive hours include all working activities of the personnel of the beneficiary; they include also activities such as:

• Sales and Marketing

• Preparation of proposals

• Administrative time

• "Unsold time"/ "non billable" hours

• Non-project related, general research activities

• In the case of universities or similar bodies: teaching, training or similar hours.

This time is considered productive and usually would not be recovered via the indirect costs. If an employee of a beneficiary is working directly in a project and the beneficiary is charging the employee's time as a direct cost, it could only charge also part of the employee's time as indirect costs if the beneficiary can prove that these indirect costs are linked to the project and are eligible. In this case:

• the beneficiary's accounting system must be able to exclude from the overheads charged any ineligible costs according to the GA

• the overheads charged must exclude costs already charged to the project as direct costs. Some activities may be considered not to be part of the productive hours of personnel:

• General training (not project related)

• General internal meetings (not project related)

These activities together with the sickness days should not exceed 15 days a year (unless duly justified). The beneficiary must substantiate these hours/days. In addition, this calculation must be consistent with the internal regulations and/or practice of the organisation (e.g. minimum number of training days specified in the organisation's HR policy) and/or the time recording system of the beneficiary. (e.g. if internal meetings hours are deducted from the productive hours, the time recording system must keep track of the hours spent on meetings).

Productive hours have to be clearly justified and must match the underlying time records. If hours actually spent in productive tasks (as supported by time records) exceed the standard productive hours, the first shall be used for the calculation of the personnel costs.

The beneficiary cannot claim more hours than the ones he used for the computation of the personnel hourly rates. Otherwise, it would charge more than its actual personnel costs. If the

beneficiary uses the standard productive hours, it cannot claim more hours than the standard productive hours, even if the actual time spent exceeds them.

If the beneficiary uses the actual productive hours, it cannot claim more hours than the individual actual productive hours.

Further details about the timesheets generation are available in the EC Financial Guide.